

## **RECREATION PROGRAMMER II – Special Events (733-19)**

SALARY: \$42,036.80 - \$57,948.80 annually, plus liberal fringe benefits

***Management Category V***

### **THE POSITION**

This is professional work of average difficulty in organizing, promoting, conducting, and supervising recreational programs in a large or multi-faceted activity center.

Employees in this class are responsible for the conduct of a specific recreation activity or several closely related activities at a single facility or at a variety of facilities and localities. Employees may direct and supervise the work of subordinates and volunteers who may be assigned to assist in the instructional phase of a special activity. Direction concerning departmental policy and the allocation of monies for programming operations are received from a superior; however, an employee in this class must exercise considerable independent judgment in initiating and carrying out assignments. Work is reviewed through observation of results, reports, conferences and performance evaluations.

**NOTE:** This position will be responsible for the production of community and city-wide events which include park openings, community welcome events, dedication ceremonies and other specialty program events. The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have graduated from an accredited four-year college or university with a Bachelor's degree in recreation, physical education, or a closely related field.
2. Possess at least two (2) years paid, full-time work experience in planning, organizing, promoting and supervising a wide variety of program activities. Additional qualifying work experience may be substituted on a one-for-one basis for the required college.
3. Possess or be able to obtain a valid State of Florida driver's license.

**NOTE:** **APPLICANTS MUST COMPLETE THE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.**

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

### **HOW TO APPLY**

**Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance.** Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

SYS: 06/07/06:Ann#181-733-19

**RECREATION PROGRAMMER**

**II**

Medical Group III

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Recreation Programmer II – Special Events (733-19)**  
**Supplemental Application**

This supplemental application must be submitted with the official City of Fort Lauderdale employment application. Resumes are welcomed as additional information, but are not considered an official application and may not be substituted for this supplemental application.

*This application supplement is an integral part of the application process. Information contained on this supplemental will be used to assist us in determining the most qualified applicants for this position. Answer each question thoroughly, making sure to type or print legibly.*

**Please use additional sheets of paper to answer questions 1 – 5:**

1. What community based special events have you successfully implemented or produced? Be specific: include the targeted population, number of attendees, length of event, production and entertainment, marketing, budgeting, staffing/volunteers and the event evaluation.
2. Describe your most recent experience in obtaining community resources, partnerships or sponsorships for your special events. Be specific: include the name of the organization and the resources they supplied for you.
3. Describe your most recent experience with volunteers or staff assigned (i.e. maintenance, event workers etc.) to assist you with the production of a particular event. Include how you recruited, what training you provided and how many you worked with for that particular event.
4. What involvement have you had with professional organizations on a local or state level that relate to this position? Also list any current certifications you possess.
5. List the computer software programs with which you have a working knowledge.

***My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ON-LINE APPLICATION WEBSITE)**